



UNIVERSITY OF THE PHILIPPINES DILIMAN

*Office of the University Registrar*

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 \* P.O. Box 161, Diliman, QC 1101 \* email: our@upd.edu.ph


06 October 2017

Memorandum No. ERJ 2017-03

TO: All College Secretaries

Through: The Deans

FROM:

  
EUGENE REX L. JALAO, PhD  
Assistant University Registrar for Academic  
Information System and Officer in Charge

SUBJECT: Emergency Meeting on Tuition Refund

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You are requested to attend an Emergency Meeting on Tuesday, October 10, 2017 at 10am at the NEC Audio-Visual Room, NEC Building. This meeting is called to discuss the OVPAA & OVPPF Joint Memorandum No.2 on the Guidelines on the Refund of Tuition and other Fees Assessment for AY 2017-2018 (see attached) implementation here in UP Diliman. Furthermore, we are also inviting your SRE/Staff member who is in-charge of processing the Free Tuition Scholarship to attend the aforementioned meeting.

Your cooperation on this matter is highly appreciated.

Thank you.

cc: Accounting Office  
Cash Office  
OSSS  
Student Loan Board



**UNIVERSITY OF THE PHILIPPINES**  
**Quezon City**

**OVPAA & OVPPF Joint Memorandum No. 2**

Date: 06 October 2017

To: **Chancellors**  
**University Registrars**  
**Heads of Student Affairs & Financial Assistance Offices**

From: *CNR*  
**MARIA CYNTHIA ROSE BANZON BAUTISTA**  
Vice President for Academic Affairs

*Josecito Hardy Florendo*  
**JOSELITO G. FLORENDO**  
Vice President for Planning and Finance

Subject: **GUIDELINES ON THE REFUND OF TUITION AND OTHER FEES**  
**ASSESSMENT FOR AY 2017-2018**

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In connection with the implementation of Memorandum No. PDLC 17-21B on the non-collection of tuition and other school fees, the following refund procedures shall be observed:

1. The Office of the University Registrar [OUR] shall distribute copies of the CU's Application Form for tuition and other school fees refund to the CUs' Offices of the College Secretary [OCS].
  2. A student applying for refund shall accomplish the Application Form. The student must also submit the original Registration Form, together with Change Matriculation Form, when applicable, as attachments. Prior to submitting the application to the OCS, the student must keep photocopies of the Registration Form and Change Matriculation Form.
  3. The OCS shall assign a point person to check if the student is qualified for the non-collection of tuition and other school fees provided in Memorandum No. PDLC 17-21B. If the student is qualified, the OCS compiles the accomplished form and attachments, and submits these to the OUR.
  4. The OUR shall assign a point person to check if the accomplished forms and attachments submitted by the OCS are in order. If the forms are in order, the OUR shall prepare Disbursement Voucher [DV] of the student applying for refund. The DV must include the Application Form, the original Registration Form, and the Change Matriculation Form, when applicable.
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